



Michigan Department of State Police

Emergency Management Division Informational Letter

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TO: Local and District Emergency Management Coordinators
SUBJECT: Local Planning Team Role in the FY 2004 Homeland Security Grant Program

Purpose

The purpose of this document is to explain the necessity for local sub-grantee jurisdictions to utilize a Local Planning Team (LPT) to guide their overall homeland security improvement programs.

Overview

In Michigan, a variety of agencies are responsible for different aspects of homeland security. Emergency response disciplines at the local level include emergency management, law enforcement, fire services, emergency medical services, hazardous materials, public health, public works, government administrative, public safety communications, health care, private security and cyber security providers.

As you know, individual emergency response disciplines have their own diverse and unique needs and associated priorities as they pursue planning, training, equipping and exercising initiatives. Accordingly, it is necessary for emergency response agencies to be included in the process of identifying priorities, developing and implementing initiatives under the 2004 Homeland Security Grant Program.

This effort requires an organized method of information exchange between local response agencies to facilitate homeland security strategic goals and objectives, problem-solving, and strategy implementation programs. Effective local planning, as well as increased communication and collaboration between agencies, are essential components of an effective homeland security program. Given the fiscal constraints being experienced by local jurisdictions throughout the State it is critical to implement cost-effective and coordinated strategies to meet the growing needs of first responder agencies while avoiding unnecessary redundancies and minimizing duplication of effort.

Local Planning Team (LPT) Initiative

Many benefits exist for jurisdictions to utilize the LPT initiative. First, the team provides a forum for an open exchange of views regarding potential local initiatives that have implications for the sub-grantee jurisdiction and its first responder agencies. Second, the team will serve as an essential coordinating body for assessing homeland security needs and in developing strategies to overcome shortfalls in readiness.

During May 2003, the Department of Homeland Security, Office for Domestic Preparedness (ODP) initiated the Statewide Homeland Security Assessment and Strategy (SHSAS) process. This initiative led the Emergency Management Division (EMD) to schedule and conduct eight district-based technical assistance visits from Texas Engineering and Extension Service (TEEX). These visits provided local coordinators throughout the state with the knowledge required to orchestrate the needs assessment processes within their jurisdictions. To successfully complete the threat, vulnerability, needs and capabilities assessments, local jurisdictions were **required** to form a LPT.

District training forums were scheduled for each emergency management district during July and August 2003, to provide needs assessment training to all LPT members from each participating jurisdiction throughout the state. This training was conducted to ensure LPT members were provided with the knowledge they needed to effectively contribute to the local assessment process.

Local Planning Teams (LPT), by definition, were to consist of representatives from each of the emergency response disciplines (i.e., emergency management, fire services, law enforcement, emergency medical services, hazardous materials, public health, health care, public works, government administrative, and public safety communications). (The 2004 Homeland Security Grant Program has added cyber security and private security providers). In some cases, jurisdictions modified the composition of their Local Emergency Planning Committees (LEPCs) to serve as the team. This approach has some benefits in that the core group is used to working together and has existing knowledge of the issues facing certain preparedness issues and response capabilities within the jurisdiction.

For the 2004 State Homeland Security Grant Program, the Emergency Management Division (EMD) recognizes the importance for continued local inter-disciplinary collaboration and coordination. Accordingly, EMD is directing jurisdictions to continue to implement LPTs to develop appropriate initiatives and projects under the 2004 HSGP to correct SHSAS capability shortfalls in the five solution areas of planning, organization, equipment, training, and exercises. The specific goals associated with this initiative are to:

1. Promote enhanced coordination between emergency response agencies;
2. Promote standardization and interoperability throughout the jurisdiction;
3. Foster innovative approaches to meeting homeland security needs; and
4. Direct the effective use of the jurisdiction's homeland security funding.

The LPT initiative to strengthen homeland security activities depends on three main entities:

1. ***The State Planning Team.*** The State has assembled a State Planning Team (SPT) which includes representatives of each emergency response discipline. The team also includes members from local and state government, as well as the private sector. The purpose of the SPT is to ensure that homeland security strategic planning efforts are properly focused and to use available resources to maximize prevention, protection, response, and recovery efforts. Specific functions of the SPT are to:
 - serve as a conduit for information flow to/from emergency response organizations;
 - serve as a conduit for information flow to/from municipal, township, county and state levels of government;
 - assist the State Administrative Agency (i.e., MSP/EMD) with making key decisions;
 - review statewide homeland security goals and objectives and to provide input and recommendations; and
 - provide direction on developing funding formulas for jurisdictions.
2. ***Local planning team led by a lead agent.*** Jurisdictions will develop and implement a local, multi-disciplinary and collaborative LPT process. A lead agent (LPT chair) must lead each team. The team will be responsible for evaluating aspects of the sub-grantee jurisdiction-wide homeland security efforts and for developing projects for implementation through the 2004 HSGP funding opportunity. The LPT chair and Chief Elected Official of the sub-grantee jurisdiction will be required to endorse a notice of concurrence that the team supports the homeland security projects identified for the jurisdiction.
3. ***Michigan State Police Emergency Management Division*** (EMD) will provide technical assistance to jurisdictions and their Local Planning Teams.

The Local Planning Team (LPT)

The LPT will develop and implement a structured local planning process that includes an evaluation of their jurisdiction's core homeland security efforts and the development of projects utilizing the Initial Strategy Implementation Plan (ISIP) template developed by the Office for Domestic Preparedness.

Local Planning Team Composition

For the 2004 HSGP, sub-grantee jurisdictions are required to assemble and convene as necessary a LPT comprised of individual representatives from each of the twelve emergency response disciplines. A concerted effort should be made to include and appoint all twelve emergency response discipline representatives to the LPT. A chairperson for the LPT should be selected from the members appointed by the sub-grantee to serve on the LPT. The LPT chair must maintain a complete and up to date list of response discipline representatives serving on the LPT. The list must indicate the name of the response discipline agency and its representative. If a response discipline is not represented, the LPT Chair will need to document why the discipline is not included in the committee. See attachment.



Core LPT Functions

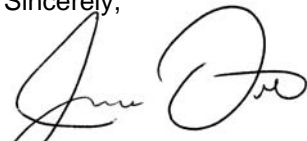
Core LPT functions should support working towards having a “balanced” and appropriate set of homeland security projects for the jurisdiction. The LPT should assess six dimensions for each homeland security project. These six dimensions include:

1. **Existence.** Are resources and services available to the jurisdiction’s first responder agencies? If not, how does the project support the availability? For example, do all first responders have availability to personal protective equipment?
2. **Adequacy.** Are current resources adequate and in sufficient supply to meet first responder needs? If not, what needs to be obtained (equipment, planning, training, drills)?
3. **Accessibility.** How obtainable are resources and services to those first response agencies most in need? Can it be accomplished with the funding and eligible activities identified under the grant?
4. **Efficiency/Duplication.** How reasonable are resource costs and are there possible ways to streamline services to avoid duplication?
5. **Equity.** How available are resources and services to those in need “without bias”?
6. **Effectiveness/Quality.** How successful are the resources and services in addressing first responder needs?

These core functions will assist in setting priorities within the homeland security planning process. Local planning teams will have great flexibility in designing a planning process that meets their needs. Local planning teams will be able to choose resources and services to include in their analysis, which solution area to consider in their planning process, the level of importance given to each solution area, and the allocation of local funding to address the solution area.

Local planning teams should develop a strategic action plan that denotes specific projects included in the jurisdiction’s ISIP. Such projects are to be based on the results of the SHSAS assessments (i.e., needs), the goals and objectives identified in the Statewide Homeland Security Strategy (i.e., state level priorities), and also the jurisdiction’s priorities as determined via the LPT.

Sincerely,



JOHN ORT, CAPTAIN

Deputy State Director of Homeland Security
and Emergency Management

JO:MW:dw
Attachment
(284)



**FY 2004 Homeland Security Grant Program - Michigan
Local Planning Team Identification and Statement of Concurrence**

Name of Sub-Grantee Jurisdiction: _____
Printed Jurisdiction

Local Planning Team Identification

Identify the members of your jurisdiction's Local Planning Team for the twelve emergency response disciplines. If a discipline is not represented, attach supporting documentation indicating why that discipline is not represented (i.e., John Doe of Specific Agency declined to participate, etc.).

Local Planning Team Chairperson: _____
Printed Name

Position/Designee	Printed Name	Title	Agency Name
Law Enforcement			
Fire Services			
Emergency Management			
Emergency Medical Services			
Hazardous Materials			
Public Works			
Governmental Administrative (includes schools)			
Public Safety Communications			
Public Health			
Health Care			
Private Security			
Cyber Security			

Local Planning Team Identification and Statement of Concurrence – page 2

Statement of Concurrence – Local Planning Team

Name of Sub-Grantee Jurisdiction: _____

Printed Jurisdiction

Certification and Signatures

As the Chairperson of the Local Planning Team and the Chief Elected Official, By signing below, We hereby verify that we have exercised due diligence in assembling our Local Planning Team, and that the projects identified in the Initial Strategy Implementation Plan and all subsequent updates for the 2004 HSGP, represent the Local Planning Team's consensus on the sub-grantee jurisdiction's homeland security program needs.

Signature of Chief Elected Official

Printed Name

Title

Date

Signature of LPT Chairperson

Printed Name

Title

Date

For State use ONLY

Application reviewed/Grant award approved by: _____

Name

Date

Grant Performance Period: _____

EMD ID # _____ Catalog of Federal Domestic Assistance #97.004 Award # _____